

Name of the Firm _____

Name of the Reviewer _____

| Paper SOQ | Score (1 to 5) | |
|---------------------|-----------------------|--|
| 1 | _____ | History of the Firm (Yrs in existence and range of services) |
| 2 | _____ | Quality of the Team (Civil, Landscape, Architecture/Structural) |
| 3 | _____ | Qualifications of the Project Manager |
| 4 | _____ | Are the comparison projects reasonably similar to our needs |
| 5 | _____ | Firm's perception of project requirements and project approach |
| 6 | _____ | Quality and effort of the overall submission (well presented, In order, Easy to Follow) |
| 7 | _____ | Familiarity with the local area |
| Presentation | | |
| | Score (1 to 5) | |
| 1 | _____ | Did they explain how they will involve the Town in the initial design concepts? |
| 2 | _____ | Did they explain the steps of design and decision-making? |
| 3 | _____ | Did those steps of design and decision-making seem logical? |
| 4 | _____ | Did they explain how they involve the local citizenry and abutters in the design and decision-making? |
| 5 | _____ | Did they demonstrate how they think and show any Creativity / Innovation |
| 6 | _____ | Did they explain their cost estimating process and how they stay on budget? |
| 7 | _____ | Did they account for permitting and any land or easement acquisitions? |
| 8 | _____ | Overall quality of presentation from a technical standpoint |
| 9 | _____ | Overall quality of presentation from a communication/citizen involvement standpoint |
| 10 | _____ | Did they keep your attention, make sense, speak plainly and convince you? |
| Interview | | |
| | Score (1 to 5) | |
| 1 | _____ | 1. Will the Project Manager assigned have authority to make decisions on direction, flexibility and coordination with the Town for your firm? |
| 2 | _____ | 2. What is the average length of employment with your firm? |
| 3 | _____ | 3. Can you tell us about your staff's current expertise, certifications and state registrations? |
| 4 | _____ | 4. Can you describe your firm's follow up monitoring of projects = what should we expect you to do to follow up after the road is done or building is built (looking for post-project quality-of-work monitoring process from the firm)? |
| 5 | _____ | 5. What projects in the last 12 months required your appearance before one of the state's permitting agencies? |
| 6 | _____ | 6. Can you provide some examples of how you have handled unplanned variances and failures? |
| 7 | _____ | 7. How does your firm employ peer review? |
| 8 | _____ | 8. Is it a common practice of your firm to share with the Town copies of engineered plans on road construction projects for the Town to place in their Road file archives? |
| 9 | _____ | 9. Do you work closely with Town Road Agents and Town Planners, and take time to have a working relationship to ensure a comfort level and on projects to work in conjunction to maintain the necessary oversight? |
| 10 | _____ | 10. How do you resolve conflict both in the design process where there might be public input, and in the field? |
| 11 | _____ | 11. What Specific Consulting / Engineering disciplines can your firm provide for us and do you have licensed staff to oversee those services? |

NOTE: Use a rating factor of 1 to 5 with 5 being the best and 1 being the worst